



DEPARTMENT OF PUBLIC SOCIAL SERVICES
WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number
04-11

Date
June 07, 2004

ADMINISTRATIVE MEMORANDUM

SUBJECT: WFP&I 345-1 – REQUEST FOR CERTIFIED PHOTOCOPIES OF UIB/DIB CHECKS

REFERENCE: None

CANCEL DATE:

SPECIAL ATTENTION:

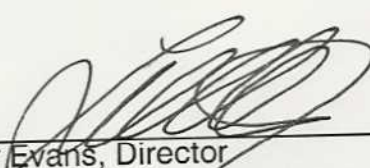
☒ SWFI ☒ WFI

This Administrative Memorandum releases the new WFP&I 345-1, Request for Certified Photocopies of UIB/DIB Checks. This form is to be used only when requesting **certified** copies of UIB/DIB checks. This form is available on the WFP&I servers.

Investigative staff shall continue to use the WFP&I 345 (5/95) to request photocopies of UIB/DIB checks during the early stages of an investigation. The WFI shall initiate the WFP&I 345-1 after the investigation is completed, including the computation of the overpayment/overissuance, if the case is being considered for prosecution.

Due to the cost of certified copies, approval by the Deputy Director is required. The WFP&I 345-1 shall be completed in duplicate and submitted to the SWFI with the CFF. After review, the SWFI shall forward the WFP&I 345-1 and the CFF to the Deputy Director for approval and signature.

Please direct any questions regarding this memo to your immediate supervisor.


Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:JR:jr

Attachment

c: Deputy Directors.



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION
12000 S Hawthorne Blvd.
Hawthorne, CA 90250

Date:

Employment Development Department
Benefits Accounting Group MIC 24
2752 Kilgore Road
Rancho Cordova, CA 95670

Case Name:
Case Number:
Soc. Sec. Number:
L.A. Requestor Code: W19072

REQUEST FOR CERTIFIED PHOTOCOPIES OF UIB OR DIB CHECKS

This office has an ongoing investigation for welfare fraud involving the individual named below. It was previously verified that the person named below received Unemployment Insurance Benefits (UIB) or Disability Insurance Benefits (DIB) while also receiving welfare benefits. This case is now being referred to the District Attorney for prosecution.

We are requesting **CERTIFIED** photocopies of the UIB or DIB checks for:

Name of Recipient	Date of Birth	Social Security Number
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For the Period of:

Benefit Type: ☐ UIB Checks - copies of DE 507 and abstracts are attached.
 ☐ DIB Checks - copies of DE 507 and abstracts are attached.

We are requesting photocopies of the **FRONT** and **BACK** side of each of the cancelled checks issued during the period stated above. This request is authorized under Section 11478 of the Welfare and Institutions Code.

Please call me if there are any questions. Thank you for your assistance.

Welfare Fraud Investigator

File number

(310) 349-_____
Telephone Number

Approved by: _____, Human Services Administrator I